

CHAPTER 158. EVALUATE A PART 121 AIR CARRIER'S LISTING OF LEADING OUTSOURCE MAINTENANCE PROVIDERS: THE QUARTERLY UTILIZATION REPORT

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3353

B. Avionics: 5353

3. OBJECTIVE. This chapter provides the guidance and instructions for preparing, reviewing and evaluating the Leading Outsource Maintenance Providers (LOMP) quarterly utilization report (QUR). This report will aid the principal inspector (PI) when preparing a risk assessment, and or an action plan.

5. GENERAL.

A. In an effort to reduce maintenance costs, many air carriers are increasing the amounts of maintenance contracted to outsource maintenance providers. For the Federal Aviation Administration (FAA) to effectively

meet its responsibility and monitor this segment of the maintenance workforce, FAA is requesting each 14 CFR part 121 air carrier operator to submit a quarterly report to the certificate-holding district office (CHDO) and the PI. The list of LOMPs will aid the PI when making selections of facilities to inspect. The QUR is a snap shot of LOMPs, which provide the highest volume of maintenance activity for the air carrier, and that perform the most critical areas of maintenance. The CHDO and the PI must be kept in the communications loop to insure areas of potential risks are mitigated. This report was developed to aid the PI in making selections of facilities to inspect.

B. The LOMP that appears to have the highest-level risk should receive a higher level of FAA surveillance. The information requested is the same information the air carrier tracks as an integral part of the Continuing Analysis and Surveillance System (CASS).

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of regulatory requirements of 14 CFR parts 121 and 145
- Successful completion of the Airworthiness Inspectors Indoctrination course(s), or previous equivalent.

B. Coordination. This task requires coordination between the ASI and the operator to ensure timely submission of data.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- Specific regulatory requirements (SRR) of 14 CFR §§ 121.363, 121.369, 121.373.

B. Forms:

- Attachment 1, Outsource Maintenance Providers Quarterly Utilization Report (QUR)

C. Job Aids. None.

5. PROCEDURES.

A. The outsource maintenance providers quarterly utilization report, should be added to the air carriers manual system under the heading of reporting requirements to the FAA (Ref. § 121.373).

B. The CHDO and the PI should receive the QUR utilization report by the 30th of March, June, September, and December. To ensure processing requirements are met, the data should be forward from the operator by the 17th of each reporting month.

C. Attachment 1 as provided, should be used because of the reporting format. (The form may be locally reproduced or it may be copied into MS Word for electronic preparation and transition.)

NOTE: It is important that the operator's manual procedures include, WHO will make the report, WHEN will the QUR be submitted to the FAA, and WHO at the FAA, should receive the QUR.

7. INSTRUCTIONS FOR COMPLETING THE LOMP, QUR. The responsibility for completing and submitting the LOMP utilization report rests with the air carrier.

9. INSTRUCTIONS.

A. Part A.

(1) Box 1 the operator enters the submitting persons name.

(2) Date that this report is submitted.

(3) Operator's certificate number.

(4) Operator's name.

(5) CHDO.

(6) Name of the principal.

(7) The quarter ending on the 30th of the reporting month.

(March—June—September—December)

B. Part B.

(1) *Box A:* List the top 10 names of the LOMPs that provide the highest volume of maintenance activity for the air carrier and that perform the most critical areas of maintenance.

(2) *Box B:* Enter the description of work provided during the past 3 months. Services such as but not limited to, Line service, "B" check, "C" Check, "D" Check, calendar checks, Heavy Maintenance Visit, modification, alterations, engine overhaul, Hot section, AD, CPCP, STC, main landing gear over haul, emergency equipment inspection, auxiliary power unit (APU) repairs and overhaul, Aircraft painting.

(3) *Box C:* This is the date the operator and the LOMP signed the current contract.

(4) *Box D:* For the last quarter, enter the number of visits (times) the operator sent equipment to this LOMP.

(5) *Box E:* Enter the percentage of services provided under the current contract. Remember! The report is for the last four months and must show a total of 100 percent of outsourcing. Example: if the operator contracts out 100 percent of its maintenance to one LOMP, then you would enter 100 percent for this LOMP. If the operator contracted out maintenance to four LOMP's, you would list them in order of percentage, list the one that provided the greatest amount of service first and so on for a total of 100 percent.

(6) *Box F:* If this LOMP is a substantial maintenance provider put a Y in this box. If this LOMP is not a substantial maintenance provider put an N in this box.

(7) *Box G:* This box is used for recoding the type equipment that the maintenance was performed on; A is for aircraft, B is for engines, C is for components and appliances.

(8) *Box H:* Type equipment listing.

11. TASK OUTCOMES.

A. This report is time sensitive.

B. The report provides a snap shot of outsource maintenance providers presently used by the operator. LOMPs are an extension of the air carriers maintenance program when working in their behalf. Outsource maintenance providers that provide the highest volume of maintenance activity for the air carrier and that perform the most critical areas of maintenance is considered the greatest risk.

The PI must continually evaluate the operators outsourcing program. The PI must be kept informed of changing situations at any certified repair station in the world and the best tools for this data gathering, may be found in the Safety Performance Analysis System (SPAS) the repair station analytical model (RSAM) and repair station profile are designed to keep the PI well informed. By adding the information contained in the QUR, the PI is able to see which LOMP the air carrier is currently using the most. This will enable the PI to track trends, identify risks, and target resources. He or she will be better able to plan future surveillance out side the local CHDO geographic area.

C. It should be understood that the LOMP appearing to have the greatest risk should receive a higher level of FAA surveillance.

D. The PI is responsible to insure surveillance program adjustments are filed in accordance with local Flight Standards office policy. It's a good idea to list the surveillance program changes (if any) on the QUR; a remarks box has been added for this purpose.

(1) For Non ATOS air carriers file a PTRS report.

(2) For ATOS air carriers file a Condor in accordance with 8400.10, appendix 6.

13. FUTURE ACTIVITIES. Based on the QUR the PI should consider adjusting his or her surveillance program and possibly schedule an FAA visit to verify the outsource maintenance providers operations. If concerns arise they should be documented in PTRS and discussed with the air carriers management.

(1) Person Submitting the Report	U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	(5) Certificate-Holding District Office
(2) Date Submitted	QUARTERLY OUTSOURCE MAINTENANCE PROVIDERS UTILIZATION REPORT	(6) Name of Principal
(3) Certificate Number	(4) Name of Operator (air carrier)	(7) Quarter ending on the 30 th of March — June — Sept— Dec Circle one

(A) NAME OF OMP (List the top 10 used the most!)	(B) Description of Work Provided During the Last Quarter	(C) Date of Contract	(D) Number of Visits	(E) Percent of Maintenance	(F) D 91 (Y/N)	(G) Type of EQP.
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*						
(I) REMARKS: (For FAA use only)		(H) TYPE EQUIPMENT (above right) A ... Aircraft B ... Engines C ... Components and Appliances				

FIGURE 158-1. CONTINUED

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PAPERWORK REDUCTION ACT STATEMENT: The information collected by this form is used to target those leading outsource maintenance providers that may have a higher risk level which in turn would merit an increase of FAA surveillance to ensure areas of potential risks are mitigated. The form is used by Part 121 Air Carriers, is mandatory, and there is so assurance of confidentiality. The form will take an estimated 6 minutes to complete. Please note that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number,. The OMB control number associated with this collection is 2120-0708.